Daily Class Schedule **SAMPLE ONLY**					Career Transition Center Foreign Service Institute DEPARTMENT OF STATE	
		Week One				
COURSE TITLE Job Search Program	RV 102					
Job Search Coordinator.				Participa	nt Copy	
Secretary			Program Assist	Program Assistant		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY		FRIDAY	
8:00 – 8:40 Registration & Job Search Networking 8:40 – 8:45 Welcome Deputy Director, FSI 8:45 – 9:00 Introduction of CTC Staff & FSI Orientation Director FSI/TC 9:00 – 10:00 Administrative Questions & Forms 10:15 – 11:30 JSP Expectations &	9:00 – 11:45 Getting Started JSP Manual: Unit 1 & JSP Appendix 1:00 – 4:00 Skills Assessment & Accomplishments JSP Manual: ;Unit 2 & JSP Appendix	9:00 – 11:45 Nuts & Bolts of Resumes JSP Manual: Unit 1 & JSP Appendix 1:00 – 4:00 Interviewing JSP Manual: Units 7 & 8 & JSP Appendix	9:00 – 10:00 Job Search Research & Networking 10:15 – 12:15 Research for Job Search: On-line JSP Manual: Unit 4 & JSP Appendix 1:15 – 2:15 Cover Letters & References JSP Manual: Unit 6 & JSP Appendix 2:30 – 3:30 Resumes: The	Assignm Started S Accomp to Your S (see a Appe	9:00 – 11:45 Group Workshops- Ime Development Inselors (See Room Schedule) International Schedule Group Meeting International Statement International Statement International Statement International Statement International Scheduled Internation	
Transitions from a Different Perspective 11:30 – 3:00 Transition Issues for Spouses – AAFSW (room E-2118) 11:30 – 4:00 Small Group Workshops – Introductions, FSI Tours, Personal Inventory – Counselors (See Room Schedule)			Employer's View 3:30 – 5:00 Individual Work Resume preparation & Transition Issues Note: Bi-Weekly report for Pay Period 4 due (Room E-2105) by COB. Future reports are due 3/20, 4/3, 4/17 & 4/30	Please Weekly E	1:00 – 5:00 pendent Work on Assignments e complete & turn in Evaluation Report for I to your Counselor	

Career Transition Center Daily Class Schedule **FOREIGN SERVICE INSTITUTE DEPARTMENT OF STATE** **SAMPLE ONLY** Week Two RV102 COURSE TITLE Job Search Program Job Search Coordinator Participant Copy **Program Assistant** Secretary **MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY** 8:00 - 2:309:00 - 4:00**Individual Scheduled Small Group** 9:00 - 10:159:00 - 10:009:00 - 11:45 **Consultations - Counselors** Workshops - Resume & **Managing Transition Job Hunting Resources** Personal (See Room Schedule) **Cover Letter Evaluation** at the Public Library Inventory Counselors Integration I 8:00 - 5:0010:30 - 11:45(See Room Schedule) **Independent Work on Transition Stress** 10:15 - 11:45 JSP Manual: Unit **Assignments Assignment 2: Bring** 2 & JSP Appendix Management Networking ten (10) copies of JSP Manual: Unit 5 1:00 - 4:00**Cover Letter and First** Draft of Resume to this 1;00 - 2:15Negotiating Session **Tech Netiquette** 1:00 - 5:00JSP Manual: Unit Independent work on **Assignments** 7 & JSP Appendix 2:30 - 4:00Professional and Assignment 3: Second Draft of Resume by Professional Attire -5:00 p.m.

Daily Class Schedule **SAMPLE ONLY** Week Three COURSE TITLE RV 102 Job Search Program Job Search Coordinator RV 102 Participant Copy

Program Assistant

Secretary

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 11:45 Small Group Workshops – Preparing for Difficult Questions - Counselors (See Room Schedule) Please complete & return weekly Evaluation report for Week 2 to your counselor 12:15 – 4:30 Individual Resume Evaluations (per schedule) (Room E-3119) 12:15 – 1:30 Group I 1:45 – 3:00 Group II 3:15 – 4:30 Group III	9:00 – 11:45 Personal Inventory Integration II JSP Manual: Unit 2 & JSP Appendix 12:15 – 4:30 Individual Resume Evaluations (per schedule) 12:15 – 1:30 Group IV 1:45 – 3:00 Group V 3:15 – 4:30 Group VI	9:00 – 12:15 Small Group Workshops – Practice Interview – Counselors (See Room Schedule) Assignment 4: Bring 30-Second Summary, Interview Scenario and Answers to Difficult Questions to this session 12:45 – 5:00 Individual Resume Evaluations 12:45 – 2:00 Group VII 2:15 – 3:30 Group VIII 3:45 – 5:00 Group IX	9:00 – 10:00 Opportunities in Associations – 10:15 – 11:45 Federal Government Work After Separation 1:00 – 4:00 ***MINI JOB FAIR Employers TBA 12:15 – 4:30 Individual Resume Evaluations (per schedule) 12:15 – 1:30 Group X 1:45 – 3:00 Group XI 3:15 – 4:30 XII Group	8:00 – 5:00 Individual Scheduled Consultations Counselors (See Room Schedule) 8:00 – 5:00 Independent Work on Assignments 9:00 – 5:00 Individual Videotaped Interviews (per schedule) (Room F-1328) 12:15 – 4:30 Individual Resume Evaluations (per Schedule) 12:15 – 1:30 Group XIII 1:45 – 3:00 Group XIV 3:15 – 4:30 Group XV
•			Please Complete & Turn in Weekly Evaluation Report for Week III NOTE: Bi-weekly report for pay period due by COB	

Career Transition Center Daily Class Schedule FOREIGN SERVICE INSTITUTE **DEPARTMENT OF STATE** **SAMPLE ONLY** Week Four COURSE TITLE RV102 **Job Search Program** Participant Copy

Job Search Coordinator

Program Assistant Secretary

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 2:30 Individual Scheduled Consultations Counselors (See Room Schedule) 8:00 – 5:00 Independent Work on Assignments 9:00 – 2:00 Individual Videotaped Interviews	9:00 – 10:45 Retirement Information 11:00 – 11:45 Legal Restrictions after Retirement 1:00 – 2:30 Nuts & Bolts of Starting a Consulting Business 2:45 – 4:00 Opportunities in Education	9:00 – 10:30 Financial Aspects of Starting or Buying Your Own Business 10:45 – 11:45 Writing and Publishing – 1:00 – 5:00 Individual Videotaped Interviews 1:00 – 5:00 Independent Work on Assignments	9:00 – 10:15 Small Business Panel 10:30 – 11:45 Part-time, Temporary & Volunteer Opportunities – 1:00 – 5:00 Individual Videotaped Interviews (per schedule) 1:00 – 5:00 Independent Work on Assignments	9:00 – 10:45 Small Group Wrap-up & Evaluations – Counselors (See Room Schedule) Assignment 5: Resource Review, Final Resume for File, Week 4 Evaluation and Final Program Evaluation – due to Counselor 11:00 – 12:00 Workshop Wrap-up 12:00 – 1:00 Launch Party 1:00 – 5:00 Individual Videotaped Interviews (per schedule) (Room F-1328)

Target Transition Center FOREIGN SERVICE INSTITUTE DEPARTMENT OF STATE **SAMPLE ONLY** Weeks Five - Nine COURSE TITLE RV 102 Job Search Program Job Search Coordinator Participant Copy Secretary Program Assistant

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	Weeks VI - IX
9:00 - 5:00	10:00 – 12:00	9:00 - 5:00	9:00 - 5:00	
	JSP Follow-up Group	Individual Videotaped	Individual Videotaped	
Individual	Meeting -	Interviews (per schedule)	Interviews (per schedule)	10:00 – 12:00 JSP
Videotaped				Follow-up Group
Interviews (per	9:00 - 5:00			Meeting
schedule)	Individual Videotaped			(Room E-2118)
	Interviews (per			
	schedule)		Bi-weekly Report for Pay	
			Period – due	D: W 11 D 16
			by COB	Bi-Weekly Report for
				Pay Period -by COB
				END OF JOB SEARCH PROGRAM